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May 26, 1939.

Circular Letter No. 218.

To : Superintendents of Schools.
Principals, and Teachers.

Re : SUMMER INSTITUTE FOR ENGLISH TEACHERS.

Ladies and Gentlemen:

Plans are being made for a 1939 English Institute. The success of the 1938 Institute and the many requests for information about plans for this summer make it advisable to secure an early survey of possible applicants for the 1939 session.

There will be two sections of the English Institute, one at the Polytechnic Institute for both men and women; the other for women only at the University of Puerto Rico in Río Piedras.

The courses to be offered are as follows:

1. Four hours University credit will be given for the following activities, which are required of all teachers attending the Institute.

   A. Laboratory course in English.
   One and a half hours a day, five days a week. (Those who have already completed this course will be required to take English S 8, Phonetics and Oral English.)

   B. Participation in daily English Activities to be planned in advance.

   C. Teachers are given option of selecting one of the following electives:

   (Sec. U. of P.R. Catalog for description)

   English S 52 - The Plays of Shakespeare
   English S 53 - American Literature
   English S 68 - The English Novel
   English S 3 and 4 - Survey of English Literature
   Education S 43 and 44 - Literature for Children
   English S 1 and 2 - English Composition and Rhetoric
   English S 9 and 10 - Advanced Composition and Grammar

   (Other electives may be chosen from the catalog.)

Expenses at the English Institute will be increased by $1.50 per credit hour for all work done during the summer session.

This is a new ruling of the Board of Trustees of the University of Puerto Rico.

Admittance will be based upon eligibility and date of application. Preference will be given to those who are eligible to the entire Institute. In case there is sufficient space, admittance will then be allowed those who are not eligible to the complete course.

As we must provide sufficient instructors, we should like to ascertain the number of teachers who plan to attend the English Institute. Therefore, please provide teachers who wish to attend with the enclosed blanks which they should fill in and return to the Commissioner of Education at once.

We shall appreciate your cooperation in influencing teachers whose English is faulty to avail themselves of this opportunity to improve their diction by attending the English Institute, and trust that you will make every effort to stimulate enthusiasm on the part of teachers for a project which has been created exclusively for their benefit.

Literature on the courses of study, cost of room and board, and expenses incidental to particular items are being sent to you by the University of Puerto Rico and the Polytechnic Institute respectively.

Very truly yours,

(Signed) JOSE M. GALLARDO
Commissioner of Education